

DODGE COUNTY EXECUTIVE COMMITTEE

October 2, 2018, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Emergency Management Director Amy Nehls; ERP Project Director Ross Winklbauer; Purchasing Agent Jamie Beckwith; County Board Supervisor Richard Greshay; Watertown Daily Times Reporter Ed Zagorski; and WBEV Radio Station Reporter Kevin Haugen.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

There was no public comment.

Motion by Schmidt, seconded by Marsik to approve the September 4, 2018 minutes as presented. Motion carried.

There was no discussion on Resolutions from other Counties.

ERP Project Director Ross Winklbauer provided an update on the ERP Project. Mr. Winklbauer reported the following:

1. The Chart of Accounts (COA) has been reviewed by department heads, and the department heads provided great feedback. It was determined that the Project and Grant Ledger holds needed details, allowing the COA to be consolidated, and the Project and Grant Ledger also offers the capability to generate reports. On October 15, 2018, the updated COA will be provided to Tyler Munis.
2. On October 15, 2018, there will be a Kronos Integration teleconference with Tyler Munis, GFOA, and the Dodge County ERP Project Payroll Team. The goal of this call is to finalize the Statement of Work (SOW) for the Kronos data exports that will be imported into Munis.
3. Sidney Woods from Tyler Munis will be onsite October 2-4, 2018 to validate the Enterprise Asset Maintenance (EAM) Module, specific to the Highway Department. Highway Office Manager Lori Fett has created workflow scenerios for the Highway Department to learn how Munis will handle the day to day activities in the Highway Department.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding Emergency Management Activities. Ms. Nehls provided a letter to the Committee members dated September 26, 2018 regarding the progress made by the Dodge County Emergency Management Office for the second six months of Fiscal Year 2018. Ms. Nehls reported that the Dodge County Emergency Management Office has completed the requirements of the Emergency Management Program Grant (EMPG)/Emergency Planning Community Right-To-Know Act (EPCRA), and due to the State of Wisconsin implementation of e-filing, beginning in 2019, there will be one closeout.

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Ms. Nehls provided an oral update to the Committee regarding the Wisconsin Active Weather Pattern for August and September 2018. Ms. Nehls reported that at the end of August, Dodge County received storms that caused emergency conditions throughout Dodge County, and Dodge County declared a local state of emergency. Ms. Nehls further reported that on September 25, 2018, she met with FEMA representatives to tour some of the Dodge County municipalities damaged by the recent storms. FEMA can provide Individual Assistance, which includes homeowners and businesses, and Public Assistance, which includes municipalities. Ms. Nehls reported that the per capita threshold has been increased to \$378,000 for municipalities, and Dodge County is estimated at \$326,000, therefore, Dodge County will not be receiving public assistance through FEMA. Dodge County will also seek recoupment of costs from the Wisconsin Disaster Funds.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the October 23, 2018 County Board meeting. Ms. Gibson reviewed the document entitled *2018 October Resolutions as of 9/25/2018* that was included in the Executive Committee packet materials.

County Administrator Jim Mielke provided an oral report to the Committee regarding a claim for damages submitted by Charter Communications. Mr. Mielke reported that Charter Communications submitted a claim for damages due to a mowing incident by the Dodge County Highway Department that occurred on August 14, 2018. Mr. Mielke reported that information was included in the packet materials. Motion by Marsik, seconded by Frohling to recommend to the County Board that it disallow the Claim for Damages submitted by Charter Communications. Motion carried.

Mr. Mielke provided the Committee with a handout entitled *Approved Out of State Travel 2018. Approvals Through September 4, 2018 Executive Committee Meeting*. Mr. Mielke reported that the chart provided to the Committee is based on a follow-up from the September 4, 2018 Executive Committee meeting. The information provided on the chart is the Department, Name of Attendee, Date of Approval, Date of Travel, Location of Travel, and County Costs. Mr. Mielke reported that the county costs for out of state travel was \$36,391.04. Committee members requested the following additional information also be provided: A summary report of in-state travel requests, including the county costs for fees and expenses; and the amount of overtime pay, if any, to cover person who is gone.

Corporation Counsel Kimberly Nass reported the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass reported on activities from the Taxation Committee. Ms. Nass provided an update on the Two (2) In Rem petitions:

- 2018 In Rem No. 1 – One (1) property located in the City of Beaver Dam; Dodge County is currently working with the Department of Natural Resources (DNR) on how to develop this property;
- 2018 In Rem No. 3 – The Taxation Committee authorized the taking of the two (2) parcels (004 parcel and 006 parcel) located in the Village of Randolph. Ms. Nass reported the following:

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1. Dodge County is still working with the Village of Randolph on 004 parcel and 006 parcel;
2. The redemption date for three (3) additional parcels within the Village of Randolph is January 11, 2019;

Ms. Nass reported that the fact sheet has been submitted to the plaintiffs' in the Wisconsin Counties Association Opioid Action.

Ms. Nass provided an oral report to the Committee regarding the Glacier Ridge Landfill Expansion – City of Mayville v. Waste Facility Siting Board et al.; Dodge County Case No. 18CV400. Ms. Nass reported that this case will determine how many representatives should be on the local committee for the expansion of the landfill. Ms. Nass further reported that Supervisor Marsik and Supervisor Greshay are currently members of the Waste Management Local Siting Committee.

Ms. Nass provided an oral update to the Committee regarding the proposed agreement between the Dodge County Fair Association and Dodge County regarding the Youth Building. Ms. Nass reported that she is in the process of drafting the proposed agreement, and anticipates a Resolution to be presented to the County Board in the near future.

Chairman Kottke reported that he signed a Proclamation proclaiming September as Chamber of Commerce month for the Beaver Dam Area Chamber of Commerce.

Chairman Kottke provided an oral report to the Committee regarding the request for proposals to perform an operational analysis of the Sheriff's Office. Chairman Kottke reported that a member of the Finance Committee has requested an operational analysis of the Sheriff's Office, and Chairman Kottke recommends that the operational analysis be performed by an outside firm. Mr. Mielke requested the Executive Committee's input on the timeline and scope of work. It was a consensus of the Committee to postpone this agenda item until later in the meeting so the proposed project scope, as drafted by Ms. Nass, can be presented to the Committee.

Supervisors Berres, Sheahan-Malloy, Marsik, Frohling, Schmidt, and Chairman Kottke provided oral reports on the 2018 Wisconsin Counties Association (WCA) Conference that was held on September 24-25, 2018, in La Crosse, Wisconsin. Ms. Gibson reviewed a report that Supervisor Richard Fink provided to her on his attendance at the WCA conference.

Mr. Mielke reported that the first round of interviews for the Clearview Executive Director are complete, and there will be a discussion today regarding second interviews.

Mr. Mielke reported that on September 6, 2018, there was an accident involving a Human Services and Health Department mini bus that resulted in a total loss of the mini bus. Mr. Mielke further reported that there were no injuries resulting from this accident.

Mr. Mielke stated that he will be mailing his Self-Evaluation form, no later than October 8, 2018, to the Executive Committee members for their review.

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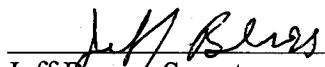
Mr. Mielke reported that the tentative deadline for the recruitment of the Information Technology Director will be discussed at the Information Technology Committee meeting tonight.

Purchasing Agent Jamie Beckwith provided the Committee with a document entitled *Proposed Project Scope-Sheriff's Office Evaluation*. Ms. Nass reviewed this document. The Committee continued with a discussion on items that should be included and considered as factors in the RFP. Chairman Kottke commented that the members of the External Audit Review Oversight Committee would change to include members of the Judicial and Public Protection Committee. It was a consensus of the Committee to allow Ms. Nass to update the scope of work document, and the Executive Committee will meet on October 16, 2018 at 9:30 a.m., to consider and discuss the document. Ms. Nass commented that she will provide a copy of the updated scope of work document to the Committee members prior to the October 16, 2018 meeting. Mr. Mielke stated that the goal would be to have an outside firm begin the operational analysis in the first quarter of 2019, with a report given to the County Board no later than the August 2019 County Board meeting. Ms. Beckwith reported that an Evaluation Team is needed to determine the criteria for the RFP, and to review the RFP's once received. Ms. Beckwith stated that she is the facilitator. It was decided that the Evaluation Team will include Mr. Mielke, Finance Director Julie Kolp, Ms. Nass, Supervisor Sheahan-Malloy, Supervisor Maly, and a member of the Judicial and Public Protection Committee.

Meeting adjourned at 9:43 a.m. by the order of the Chairman.

A special meeting is scheduled for **Tuesday, October 16, 2018, at 9:30 a.m.**

The next regular meeting is scheduled for **Tuesday, November 6, 2018, at 8:00 a.m.**



Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.